Overview - Banner Student System Courses

In order to be granted access to the Banner Student information system, staff must complete the Banner General Navigation and Banner Student courses. Depending upon your involvement with a student's academic record, only Banner General Navigation and Student 1 may be required. The high level overview of each course is listed below. The Banner Student course summaries include the task and in parentheses, the Banner form name associated with that task.

NOTE:

Banner General Navigation training is insufficient to request access to the Banner Student information system. To be granted access, staff must also complete either the Banner Student 1 and/or Banner Student 2 class.

Banner General Navigation Course

Learn important terminology and concepts regarding the Banner Information System
Learn how to navigate in Banner using Menus, Forms and Form Functions
Learn how to search for a form name and learn the form naming convention
Learn how to search for data such as a student's ID number (Znumber)
Learn how to enter and update data

Banner Student 1 Course (Prerequisite – Banner General Navigation)

View a Student's Bio/Demo Information (SPAIDEN)
View a Student's Emergency Contact Information (SOAFOLK) or (SPAIDEN)
View a Student's International Student Information (GOAINTL)
View a Student's Hold Information (SOAHOLD)
View a Student's Comment Information (SPACMNT)
View a Student's Matriculation Information (SGASTDN/Q)
View a Student's Major Information (SGASTDN/Q)
View a Student's Class Schedule Information (SFAREGQ)
View a Student's High School Information (SOAHSCH)
View a Student's Previous College Information (SOAPCOL)
View a Student's Non-course Requirements – CLAST, Gordon Rule etc (SHANCRS)
View a Student's Admission Information (SAASUMI)

Banner Student 2 Course (Prerequisite – Banner General Navigation)

Viewing Student Academic History / GPA's
- Course Summary (SHACRSE)
- Subject Sequence History (SHASUBJ)
- Transfer Courses (SHATRNS)
- Term Course History (Transfer and FAU) and GPA (SHATERM)
- Totals FAU/Transfer & Viewing FAU Degrees (SHADEGR)

Viewing a Student's Registration Audit Trail (SFASTCA)
Viewing a Student's Account Summary (TSICSRV)
Viewing Course Permission Overrides (SFASRPO)
Searching for a Section / CRN (SSASECQ)
Viewing Course Prerequisites (SSAPREQ)
Viewing Section General Information (SSASECT)

Banner Student 2 Course (continued)

Viewing Section Details (SSADETL)
Viewing a Class List/Roster for a Section (SFASLST)

Banner Student 3 Course for Advisors (Prerequisite – Banner General Navigation and Student 1 or Student 2)

Add/Drop Courses for a Student (SFAREGS)
Assign Course Permission Overrides in Advance (SFASRPO)
Assign/Remove Student Holds (SOAHOLD)
Add/Remove Student's Comments (SPACMNT)
Look up Course Prerequisites (SSAPREQ)
View a Student's Unofficial Transcript on Banner Self-Service